



Utah Counties Insurance Pool

Board of Trustees Meeting

Monday, August 11, 2008, 6:00 p.m.

Milts Stage Stop, 3560 E. Highway 14, Cedar City, UT

AGENDA

6:00 Dinner

Call to Order and Welcome Attendees

Lynn Lemon

Law Enforcement Committee Chair Interviews (Sheriffs Guymon, Merrell and Noel)

Lynn Lemon

ITEM ACTION

1 Appoint Law Enforcement Committee Chair and Board Trustee

Lynn Lemon

2 Excuse Board Members Absent

Lynn Lemon

3 Approval of June 6 Meeting Minutes and July 23, 2008 Telephonic Conference Minutes

Steve Wall

4 Approve Amended Employee Manual

Johnnie Miller

5 Set Date and Time for Closed Meeting
to Discuss Character, Professional Competence, Physical/Mental Health of an Individual

Lynn Lemon

6 Action on Personnel Matters

Lynn Lemon

7 Set Date and Time for Closed Meeting
to Discuss the Pending or Reasonably Imminent Litigation

Lynn Lemon

8 Action on Litigation Matters

Kent Sundberg

9 Set Date and Time for Closed Meeting
to Discuss the Purchase, Exchange, or Lease of Real Property

Lynn Lemon

10 Action on Real Property Matters

Lynn Lemon

11 Ratification and Approval of Payments and Credit Card Transactions

Steve Wall

INFORMATION

Review Second Quarter Financial Statements Summary

Sonya White

Loss Control Manager's Report

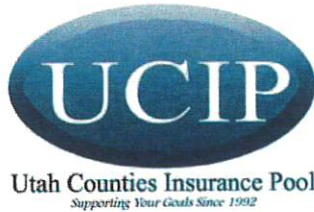
Mark Brady

Chief Executive Officer's Report

Johnnie Miller

Other Business

Kay Blackwell



BOARD OF TRUSTEES MEETING MINUTES

August 11, 2008, 6:00 p.m.
Milts Stage Stop, Cedar City, Utah

BOARD MEMBERS PRESENT

Lynn Lemon, *President*, Cache County Executive
Kay Blackwell, *Vice President*, Piute County Commissioner
Steve Wall, *Secretary-Treasurer*, Sevier County Clerk-Auditor
Bruce Adams, San Juan County Commissioner
Ken Bischoff, Weber County Commissioner
Brad Dee, Weber County Human Resources Director
Jim Eardley, Washington County Commissioner
Jerry Hess, Davis County Deputy Attorney
Kent Sundberg, Utah County Deputy Attorney
Steve White, Utah County Commissioner

BOARD MEMBERS ABSENT

Karla Johnson, Kane County Clerk-Auditor
Wayne Smith, Iron County Commissioner

MEMBERS PRESENT

Jeff Merrell, Uintah County Sheriff
Cameron Noel, Beaver County Sheriff

OTHERS PRESENT

Johnnie Miller, UCIP Chief Executive Officer
Mark Brady, UCIP Loss Control Manager
Sonya White, UCIP Manager of Administration

Call to Order

Lynn Lemon called this meeting of the Utah Counties Insurance Pool Board of Trustees to order at 6:30 p.m. on August 11, 2008 and welcomed those in attendance.

Law Enforcement Committee Chair Interviews

The Board of Trustees personally interviewed Sheriff Jeff Merrell and Sheriff Cameron Noel. Sheriff Merrell indicated, during his interview, that he has prior meeting commitments on the same day as the current scheduled Board Meetings (the third Thursday of the month). Due to a family emergency, Sheriff LaMar Guymon was unable to be interviewed but previously spoke to Kay Blackwell who provided the Board with Sheriff Guymon's background. Jim Eardley made a motion to appoint Sheriff Cameron Noel as the Law Enforcement Committee Chair. Before a second to the motion could be made, Kent Sundberg requested that a vote be made by written ballot. The Board agreed. The votes were counted and resulted in a tie between Sheriff Guymon and Sheriff Noel. As written in Section 5.6(a) of the Bylaws, Lynn Lemon conducted a coin toss and Sheriff Guymon prevailed. Steve White made a motion to appoint Sheriff LaMar Guymon as the Law Enforcement Committee Chair and Member of the Board of Trustees. Kent Sundberg seconded the motion, which passed unanimously.

Review of Board Members Absent

Karla Johnson and Wayne Smith requested to be excused from this meeting due to prior commitments. Jim Eardley made a motion to excuse Karla Johnson and Wayne Smith from this meeting. Steve Wall seconded the motion, which passed unanimously.

Approval of June 6 and July 23, 2008 Meeting Minutes

The minutes of the Board of Trustees meeting held June 6 and the telephonic conference held July 23, 2008 were previously sent to the Board of Trustees for review. Steve Wall made a motion to approve the June 6 and the July 23, 2008 meeting minutes as written. Steve White seconded the motion, which passed unanimously.

Approve Amended Employee Manual

Johnnie Miller provided the Board with a copy of the proposed amendments to the UCIP Employee Manual (see attachment number one). Brad Dee recommended that the Employee Manual should allow for an annual review process of employee benefits. Steve White made a motion to continue discussions at the next meeting, allowing time for Board Members to review the proposed amendments to the UCIP Employee Manual. Jim Eardley seconded the motion, which passed unanimously.

Steve Wall made a motion to strike items five and six from the agenda. Ken Bischoff seconded the motion, which passed unanimously.

Set Date and Time for Closed Meeting

Kay Blackwell made a motion to set the date and time for a closed meeting to discuss pending or reasonably imminent litigation for August 11, 2008 at 7:50 p.m. Bruce Adams seconded the motion, which passed unanimously. Board Members present at the closed meeting were: Lynn Lemon, Kay Blackwell, Steve Wall, Bruce Adams, Ken Bischoff, Brad Dee, Jim Eardley, Jerry Hess, Kent Sundberg and Steve White. Others present were: Johnnie Miller, Mark Brady and Sonya White. Kent Sundberg and Steve White were excused from discussions in the matter of UTA0000572005.

Regular meeting resumed at 8:00 p.m. on August 11, 2008.

Action on Litigation Matters

Brad Dee made a motion to approve settlement authority for an additional amount of \$25,000 in the matter of UTA0000572005. If UCIP is unable to settle this matter within this authority, authorization is given to file an offer of judgment in the amount of \$10,001. Ken Bischoff seconded the motion, which passed. Kent Sundberg and Steve White abstained.

Steve White made a motion to strike items nine and ten from the agenda. Steve Wall seconded the motion, which passed unanimously.

Ratification and Approval of Payments and Credit Card Transactions

Steve Wall reviewed the payments made, payments to be made (see attachment number two) and credit card transactions with the Board. A payment in the amount of \$270.00 on page three will be voided. Steve Wall made a motion to approve the payments made, payments to be made and credit card transactions. Jim Eardley seconded the motion, which passed unanimously.

Review of Second Quarter Financial Statements Summary

Sonya White presented a summary of the second quarter financial statements to the Board (see attachment number three). Accrued revenue, expense, net income and equity were reviewed for each member program.

Loss Control Manager's Report

Mark Brady reported: 1) registration for the upcoming Certificate in Risk Management Training, August 12-14, is at 75 member officials and employees; 2) the Safety Specialist position continues to be open; 3) annual Utah PRIMA Conference is scheduled for Sept 24 at the Provo Library; 4) the Sheriff's Association Annual Conference is scheduled for September 21-23; and 5) current risk management trends are being found and addressed in the areas of strip searches, zoning and group homes.

Chief Executive Officer's Report

Johnnie Miller reported: 1) training was conducted at San Juan County on current employment law and issues; 2) a presentation was given to the Clerk/Auditors at their Summer Workshop regarding the current state of the Pool; 3) there has been no activity with the sale of the Sandy property; 4) County Reinsurance Limited's Annual Membership Meeting is scheduled for October 1-3 in Vermont; 5) the next training opportunity for the Board is AGRIP's Governance Conference scheduled for October 27-29 in Louisiana; and 6) an invitation has been extended to Johnnie to speak on the National Association of Counties workers' compensation panel at their next Conference (expense reimbursement will be requested).

Other Business

Mark Brady explained that RCI will have the scheduled member counties' property appraisals completed by the end of August. Member renewal information must be submitted to UCIP by August 31. UCIP will allow members to correct property values if the RCI appraisals are received after August 31.

The next meeting of the Board will be held on September 11, 2008, 2:00 p.m. at Western Ag Credit.

Approved on this 11th day of September 2008

Steve Wall
Steve Wall, UCIP Secretary-Treasurer



Utah Counties Insurance Pool

UCIP EMPLOYEEMENT
POLICIES & PROCEDURES
MANUAL

Adopted by the Board of Trustees, July 17, 2003
Revision adopted by the Board of Trustees, August 19, 2004
Revision adopted by the Board of Trustees, June 2, 2006
Revision Adopted by the Board of Trustees, November 16, 2006

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IMPORTANT NOTICE-ALL EMPLOYEES

This Manual is provided to you as a reference guide regarding UCIP's employment related ~~P~~olicies and ~~P~~rocedures. **These policies and procedures as well as the benefits provided by UCIP to its employees may be amended from time to time by action of the UCIP Board of Trustees. The Board of Trustees reserves the right to amend, alter, or revoke any policy, practice, benefit, or employment condition, at any time, or for any reason, with or without notice.**

No contract exists between UCIP and its employees or any third parties with respect to salary ranges, movement within salary ranges, employee benefits, work location, or any other aspects of employment. These aspects of employment with UCIP may change as a result of salary surveys, job analysis, availability of funds, job performance, changes in workload, or changes in UCIP~~Pool~~ policies and procedures. Employment with UCIP is "at will" and may be terminated at any time.

~~No supervisors or elected officials have the authority to vary the terms of this policy manual.~~

SECTION I INTRODUCTORY-PROVISIONS-ALL EMPLOYEES

Utah Counties Insurance Pool, ~~“the Pool~~UCIP” or “UCIP”, is a political subdivision operating under the laws of the State of Utah.

A. *Applicability of Policies and Procedures*

These policies and procedures apply to all UCIP employees ~~of the Pool~~.

B. *Authority for Policies*

The UCIP Board of Trustees establishes the policies and procedures that are outlined in this ~~document~~manual. The Board may alter, amend, or supplement these policies and procedures at any time. The UCIP Board of Trustees must approve any amendments or changes to the policies and procedures.

C. *Savings Clause*

If any provision of these policies and procedures, or the application thereof, is found to be in conflict with any State or Federal Law or regulation, these policies and procedures shall be considered amended to the extent necessary to comply with such law or regulation. ~~†~~The remainder of these policies and procedures that ~~is~~are not in conflict with any State or Federal Law shall remain in force.

D. *Personal InformationIntroductory Provisions*

UCIP has signed the Electronic Trading Partner Agreement with the Utah Retirement Systems. As a condition of this Agreement, UCIP has adopted the following policy statement: UCIP will prevent the improper use or disclosure of personal information regarding its employees' status, contributions and/or benefits, or any other personal information arising from enrollment or participation in the Utah Retirement Systems.

SECTION II EQUAL EMPLOYMENT OPPORTUNITY-ALL EMPLOYEES

A. *Non-Discrimination*

UCIP is an equal opportunity employer. UCIP complies with Federal and State non-discrimination laws with respect to employment on the basis of race, color, national origin, sex, age, disability, or religion. UCIP complies with Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act and other applicable laws relating to non-discrimination in employment. Employment at UCIP is based upon the applicant or employee's qualifications, suitability for the job, job references, and ability to perform the functions of the job.

B. *Nepotism*

~~The Pool~~UCIP complies with ~~Utah Code Ann. §§ Sections 52-3-1 to 52-3-4, of the Utah Code Ann. (1953, as amended)~~ regarding the employment of relatives.

If because of marriage, promotion, reorganization or other reason, it appears that a conflict with Utah law or this policy appears to exist, the Chief Executive Officer, and the Board of Trustees shall review the matter.

If it is determined that a conflict exists, resignation of one of the family members will may be required.

SECTION III EMPLOYMENT STATUS AND COMPENSATION

A. *Employment Positions Classifications*

UCIP positions-employment classifications are generally designated as either full-time or part-time positions. Each job description shall state whether the position is a full or part-time, seasonal or temporary position and if it is an exempt or non-exempt position for purposes of the Fair Labor Standards Act (FLSA). Employees holding full-time positions receive the benefits and protections described in this manual. Part-time employees receive proportional benefits.

An employee's classification determines the level of benefits for which the employee is eligible.

1. Full Time Positions. Employees, who generally work thirty-two (32) or more hours per week in a permanent position, are full-time employees.
2. Part Time Positions: Employees who work less than thirty-two (32) hours per week on a continuous or recurring basis are part time employees.

B. *FLSA*

~~The Pool~~UCIP abides by the provisions of the Fair Labor Standards Act.

C. *Payroll Procedures*

Paydays are twice a month, on the fifteenth and the last day of the month. When the payday falls on a Saturday, the payday will be the preceding Friday. When the payday falls on a Sunday, the payday will be the following Monday.

D. *Termination Pay*

Employees who leave UCIP service for any reason will be paid the wages due them at the next regularly scheduled payday. UCIP ~~will~~ may also pay terminating employees for earned and accrued vacation time or earned sick leave ~~as due~~ based on policy in effect at the time of termination. Payment of earned and accrued vacation and sick leave due the employee based on policies at the time of termination will also be paid at the next regularly scheduled payday.

SECTION IV BENEFITS

~~The Pool~~UCIP provides a variety of benefits to eligible employees. Among the benefits currently provided are a retirement program, a long-term disability insurance program, medical and life insurance plans, and a deferred income investment program.

~~The Pool~~UCIP may add, alter or eliminate benefits at its discretion.

A. *Retirement-Full-Time Employees*

In order to help its employees plan and prepare for retirement, ~~the Pool~~UCIP participates in the ~~p~~Public ~~e~~mployee Noncontributory Local Government Defined Benefit ~~r~~etirement ~~p~~rogram of the Utah State-Retirement System (URS Pension Plan), a 401k retirement savings plan administered through the Utah Retirement System (URS 401k Plan), and a 457 deferred compensation plan administered through Nationwide Retirement Solutions (Nationwide 457 Plan). All UCIP contributions to retirement plans are made in addition to, and not deducted from, employee's regular pay.

A.1. URS Pension Plan

~~The Pool~~UCIP contributes the maximum allowable employer contribution into the URS Pension Plan~~retirement system~~.

A.2. URS 401k Plan

~~The Pool~~UCIP pays 8.54% of payroll for each employee into the 401k plan.; ~~and~~

A.3. Nationwide 457 Plan

UCIP pays 4.3% of payroll for each employee into the deferred compensation plan.

B. *Group and Medical Insurance-Full-Time Employees*

~~The Pool~~UCIP currently provides the following life and health benefits to full-time employees and their dependents:

1. Major medical and surgical
2. Dental Care
3. Vision Care
4. Group Term Life
5. Accidental Death and Dismemberment
6. Workers' Compensation (employees only)
7. Long term disability (employees only)

The Pool UCIP pays 100% of the cost for insurance coverage of the employee and eligible dependents. The cost of optional coverages and amounts above the basic package are the responsibility of the employee.

~~B.~~ C. Health Reimbursement Program

The Pool annually places \$200 per employee and per each family member (spouse, children) into a Section 125 Cafeteria Plan. Plan funds may be used by the employee to pay for deductibles, co-payments, and eligible, unreimbursed healthcare expenses. The UCIP Board of Trustees has adopted a health reimbursement arrangement the terms of which are included in Attachment A. Employees who terminate employment with UCIP for any reason are not compensated for any unused funds without providing receipts for qualifying expenses incurred prior to termination.

~~C.~~ D. Holidays

The Pool UCIP provides the following paid holidays to allow employees to enjoy a break in the work routine and to commemorate special Federal and State historical events and activities.

The first day of January – New Years Day

The third Monday of January – Martin Luther King Day

The third Monday of February – Presidents' Day

The last Monday of May – Memorial Day

The 4th of July – Independence Day

The 24th of July – Pioneer Day

The first Monday of September – Labor Day

The second Monday of October – Columbus Day

The 11th of November – Veteran's Day

The fourth Thursday and Friday of November – Thanksgiving Day

The 25th of December – Christmas Day

When New Years Day, July 4th, July 24th, Veteran's Day and/or Christmas Day a paid holiday falls on a Saturday, the day off will be observed on the Friday preceding the Holiday; if When one a paid of these holidays falls on Sunday, the day off will be on the Monday following.

Should a holiday occur while an employee is on vacation, the employee will not be charged with vacation on the day of the holiday.

To be eligible for holiday pay an employee must work the regular scheduled day prior to the holiday, or the first regular scheduled day after the holiday, or be on an authorized paid leave using vacation pay, sick leave pay, or accrued compensatory time etc.

D.E. Vacation-Full-Time Employees

The Pool UCIP provides paid vacation to all full-time employees according to the following schedule:

Eligible employees earn vacation as follows:

<u>Service</u>	<u>Annual Vacation Days Earned</u>
Less than 5 years	12 days
5 but less than 10 years	15 days
10 years and over	20 days

Here are some general vacation rules/policies:

1. Eligible employees with less than five years of service earn vacation leave at the rate of one day of vacation leave for every month worked (one day for each full month of service). Employees with more than five but less than ten years of service earn 1.25 days per month, and employees with ten years of service and over earn 1.67 days per month. Vacation leave may be advanced to employees with the approval of the Chief Executive Officer. ~~Probationary employees are not eligible for advanced leave.~~ Advanced leave requests of more than 12 days must be submitted to the UCIP Board of Trustees for approval. Advanced leave not earned prior to a termination ~~must be repaid by the employee~~ will be deducted from the employee's final pay check..
2. Vacation time may be used in increments of no less than one half (½) day.
- 2.3. Employees may generally use their vacation anytime, however, to assure quality of member service, ~~subject to staffing requirements of the Pool.~~ All vacation time must be approved in advance by the employee's supervisor. To allow adequate time for the supervisor to consider requests for vacation, employees are encouraged to request vacation time as far in advance as possible, but generally not less than one week in advance of the beginning of the vacation period. If an employee feels their supervisor's denial of vacation time is unreasonable, they may ask for a review of the request for vacation by the Chief Executive Officer.

3.4. Legal holidays occurring while an employee is on vacation are not deducted from an employee's accrued vacation time.

4.5. Vacation hours may be carried forward to succeeding years. However, no more than 45 days (360 hours) may be carried forward. All accumulated vacation leave above 45 days will be converted and paid to the employee at current rate of pay at the end of the calendar year.

5.6. Vacation time will not accrue while an employee is on an unpaid leave of absence, or when temporary total disability due to a work related injury exceeds 45 days.

E.F. Sick Leave-Full-Time Employees

The Pool UCIP provides compensated sick leave to full-time employees who cannot perform their normal duties as a result of non-work related illness, or injury or physicians visits related to non-work related illness or injury. Employees are encouraged to build up sick leave so that days are available for serious illness. Employees who regularly use up sick leave will be counseled regarding the difficulties such a practice may create. Sick leave is a privilege and employees should use it responsibly. Intentional misuse of sick leave may be grounds for discipline, up to and including termination.

Eligible employees may earn sick leave at the rate of one day of leave for every month worked (one day for each full month of service). Employees may take sick leave for personal illness or to care for sick family members (spouse, child, or parent).

Here are some general sick leave policies/rules:

1. As a courtesy, employees taking sick leave should provide notice at least one hour prior to beginning of shift in order to minimize disruption to the workplace.
2. ~~Employees~~ Use of vacation time for absence from work due to their own illness or injury will be carried on the payroll in a leave with pay status for a time equal to the compensated sick leave. ~~Employees will only be allowed when the employee has exhausted all earned and accrued sick leave. After exhausting accrued sick leave, additional time off for illness will be charged to vacation time. After exhausting all accrued sick and vacation time, the employee may be considered to be on an unpaid leave of absence at the discretion of the Chief Executive Officer.~~
3. Sick leave may be taken in increments no less than one half (1/2) day ~~increments smaller than eight hours.~~
4. Legal holidays occurring while a full-time employee is ill will not be deducted from an employee's ~~accrued~~ earned or accrued sick leave.

5. There is a limit of ~~120~~ 75 days (600 hours) of earned sick leave that may be accrued and carried forward to succeeding years. Earned or accrued sick leave exceeding this limit may be converted to additional vacation time at the rate of one day sick leave equals one-half ($\frac{1}{2}$) day additional vacation time and may either be added to the employee's accrued vacation or paid to the employee, at the rate of pay that the sick leave was earned, at the end of the calendar year.

~~6. Unused sick leave may be converted to additional vacation time at the rate of one sick day leave equals one-half day additional vacation time and either taken as vacation or paid to the employee, at current rate of pay, at the end of the calendar year.~~

7. 7.—Employees do not earn sick leave while on an unpaid absence, when a period of an employee's own illness or injury exceeds 45 days, or when temporarily totally disability due to a work related injury exceeds 45 days.

8. After three (3) consecutive days of sick leave, at ~~the Pool~~UCIP's discretion, an employee may be required to provide a doctor's certificate of illness-disability with respect to any sick leave taken. If such certificate is not provided, the employee's absence may be considered an unpaid absence.

9. Up to five (5) days of sick leave per year may be used as personal days to perform various banking, financial, court appearance and other personal errands that the employee is unable to perform outside of work hours. Use of sick days as personal days may be used in increments of not less than one half ($\frac{1}{2}$) day. The use of sick leave as personal days must be approved by the Chief Executive Officer. ~~Employees are encouraged to build up sick leave so that days are available for serious illness. Employees who regularly use up sick leave will be counseled regarding the difficulties such a practice may create.~~

F.G. Bereavement Leave-Full-Time Employees

~~The Pool~~UCIP grants funeral bereavement leave to employees who suffer the death of a member of the immediate family, or a close relative. It is the intent of ~~the Pool~~UCIP to be considerate of an employee's special needs and to be supportive in the death of a loved one.

~~As a result of this consideration~~Accordingly, ~~the Pool~~UCIP may provide the individual employee with paid time off from work to attend the funeral and to fulfill other responsibilities before the funeral without charge to the employee's earned or accrued sick or vacation time.

If an employee suffers the death of a close relative, and requests time off from work during the period of bereavement, the Chief Executive Officer may approve the request based on the following:

1. The necessity and appropriateness of having the time off. The employee should be attending the funeral and/or have certain responsibilities to fulfill before the funeral.
2. The amount of time off:
 - a. If the deceased was a member of the employee's immediate family (spouse, child or child of a spouse, parent or parent of a spouse, sibling or sibling of a spouse, brother or sister-in-law, grandparents, and grandchild or grandchild of a spouse), the employee may have paid time off up to five (5) days at any time between the death and the day of the funeral.
 - b. For other close relatives (aunt, uncle, niece, or nephew of either the employee or spouse) the employee may have paid time off for the day of the funeral.
3. The pay for bereavement leave will be based on the employee's ~~normal~~ current rate of pay and the number of hours in the normal workday. Employees may request additional days off and use accrued ~~time~~ vacation, or leave without pay, as ~~appropriate~~ approved by the Chief Executive Officer.
4. In the event of the death of a member of the immediate family while an employee is on vacation, the vacation will be extended by the amount of time normally authorized as outlined above.

G.H. Family and Medical Leave-Full-Time Employees

~~The Pool~~UCIP complies with all applicable requirements of the Family and Medical Leave Act of 1993 (FMLA).

1. An employee's use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must first use any accrued ~~paid~~ vacation, compensatory time, and sick leave during the FMLA leave period. In calculating the twelve (12) week FMLA limit, all paid leave will be included.
2. ~~The Pool~~UCIP has adopted the calendar year as the basis for determining FMLA eligibility. However ~~the Pool~~UCIP retains the right to change the eligibility period when it is determined to be in the best interest of ~~the Pool~~UCIP to do so in terms of administration.

3. Upon returning from FMLA leave, most employees will be reinstated to the same, or equivalent, position with equivalent pay, benefits, and other employment terms as previously provided. There will be no loss of benefits that accrue prior to the start of the employee's leave.

H.I. Jury Duty

Every employee ~~is entitled to~~ will be granted a leave of absence when subpoenaed or ordered to appear as a juror or witness by the Federal Government, State of Utah, or political subdivision thereof. If the employee turns over the juror or witness fee to ~~the Pool~~UCIP along with a copy of the subpoena, ~~the Pool~~UCIP will pay the employee's regular compensation. Travel time to or from juror or witness duty is also considered an approved absence, but ~~the Pool~~UCIP will not pay for mileage regardless of whether the subpoena requires travel during work hours.

H.J. Education Assistance-Full-Time Employees

~~Pool~~UCIP employees are encouraged to seek further education to perform their jobs more effectively and to enhance their professional development. UCIP may subsidize the education expenses of employees under specified circumstances. This policy is subject to availability of funds, and applies only to full-time employees.

1. Program Eligibility

The education program must provide a benefit to ~~the Pool~~UCIP by directly relating to the work the employee currently performs or will be required to perform. Eligibility of the education program will be determined by, and must be approved by, the Chief Executive Officer.

2. Reimbursement

Education assistance shall not exceed \$500 in any one year. Tuition costs shall not be carried into the next budget year for reimbursement.

3. Procedures

- a. Employees are encouraged to attend classes and study during non-working hours. In the alternative, the Chief Executive Officer may flex an employee's work schedule to allow the employee to attend classes and study for exams.
- b. To receive education assistance, an employee must receive approval from the Chief Executive Officer prior to commencement of the class. Employees are encouraged to discuss education assistance well in advance

of the commencement of classes, to allow the expense to be appropriately budgeted.

- c. To be reimbursed, the employee must complete the approved class with a final grade of "C" or better. If the course is only offered on a pass/fail basis, the employee must receive a passing grade.
- d. The employee must submit proof of a satisfactory grade and proof of tuition payment to the Chief Executive Officer prior to reimbursement.

4. Required Classes

If the Pool UCIP requires an employee to attend an education program or class, the Pool UCIP shall pay the full cost of the program or class.

J.K. Travel for UCIP Business

~~The Pool UCIP will pay or reimburse employees for mileage or other transportation costs, lodging and a per diem for associated with travel authorized for Pool UCIP business. The amounts paid are determined from time to time by the UCIP Board of Trustees.~~

Payment or reimbursement for expenses under this policy must be submitted to the Manager of Administration on a form approved by UCIP and must include all receipts for items to be reimbursed.

1. Mileage. ~~The Pool UCIP will pay-reimburse for mileage at the approved federal rate when an employee uses a personal vehicle for official-authorized UCIP business outside normal travel which does not include commuting to and from work the UCIP office. The Board has approved a monthly auto allowance of \$750 to be paid to employees that regularly travel for authorized UCIP business. Employees who receive a monthly auto allowance will only receive reimbursement for mileage when the round trip miles driven for a single business purpose exceed 70 miles.~~

2. Per Diem. ~~The Pool UCIP will pay a per diem at a rate established by the Board of Trustees for employees away from home on approved-authorized UCIP business. Per Diem is not payable to employees on business in the employee's home county or Salt Lake County. Travel requirements for per diem are a trip of at least 100 miles and/or five hours duration. Per diem is provided to cover meals and incidental expenses incurred when travelling.~~

3. UCIP Automobiles. ~~An automobile is provided to the Chief Executive Officer, Loss Control Manager, and the Safety Specialist as part of the benefit package. Expenses for the use of the automobiles are paid by the Pool, except gasoline for personal, out of state use.~~

4.2. Other Travel Expenses. ~~The Pool~~ UCIP will pay or reimburse employees for other expenses, such as lodging or airfare, on approved business trips.

5.3. Cell Phones. Employees furnished cell phones will reimburse UCIP for personal calls, texts, messaging or internet usage that put the monthly charge over the minimum and any personal charges above the minimum. When out of town and/or out of state, the employee should evaluate charges from a hotel and cell phone and choose the lesser cost.

4. UCIP Business Credit Cards. The UCIP Board of Directors has approved the use of UCIP Business Credit Cards by certain employees who regularly incur business expenses as part of their duties. UCIP Business Credit Cards are for use of authorized business travel expenses and other authorized business expenses. Employees using UCIP Business Credit Cards must submit documentation of the charges in the form of written receipts to the Manager of Administration. Each receipt should include documentation of the business purpose of the expense. All UCIP Business Credit Card transactions will be reviewed and approved by the UCIP Board of Trustees. An employee will reimburse UCIP for any expenses not approved by the UCIP Board of Trustees as legitimate business expenses. Such expenses that are not reimbursed to UCIP within 30 days of notice to the employee of the Board's action may be deducted from the employees pay at the discretion of the Chief Executive Officer.

K.L. Cost of Living Adjustment

1. Employee salaries may be adjusted annually to protect them from inflation of the local economy. COLA will be paid only if funds are available in the budget, and at the sole discretion of the Board of Trustees.
2. The UCIP ~~adjustment will be based upon~~ Board of Trustees may consider in part the percentage increase (if any) of the U.S. Department of Labor, Consumer Price Index for the Salt Lake City-County Area as reported in January of each year, ~~which shall be the effective date of the salary adjustment~~ when considering any COLA type salary adjustment.

L.M. Merit Salary Increases

1. Merit salary increases for employees shall be considered annually on the basis of a satisfactory performance review.
2. Merit salary increases shall only be granted upon approval of the Chief Executive Officer and the Board of Trustees.

3. The effective date of the merit increase shall be the ~~employee's anniversary date of employment with the Pool~~; first pay period of the calendar year unless otherwise determined by the Board of Trustees.

M.N. Discretionary Award

The ~~Pool~~UCIP may provide an annual award up to \$250 to all full-time employees with the first payroll of December. The award may be made at the discretion of the Chief Executive Officer.

N.Disclaimer

The ~~Pool~~UCIP reserves the right to make changes in benefits, providers, or other benefit issues at any time.

SECTION V WORK POLICIES-ALL EMPLOYEES

A. *Terminating Employment*

An employee's employment with the PoolUCIP may terminate in different ways:

1. Resignation. Employees may resign at any time. However, as a courtesy, the PoolUCIP requests that employees give a minimum two weeks written notice so that the PoolUCIP has time to prepare final paperwork and arrange to assure a minimal disruption to the workmember service. Any earned and or accrued vacation and sick leave will be paid at the time of resignation in accordance with policies adopted by the Board of Trustees at the time of termination.
2. De-facto Resignation. Employees who are absent from work for three (3) consecutive days and are capable of providing notice to their supervisor, but fail to do so, are considered to have voluntarily resigned.
3. Involuntary Termination: As an "at will" employer, UCIP may terminate an employee's employment at any time.

B. *Outside Employment*

No Pool employees may engage in any outside employment or activity that, in the opinion of the Chief Executive Officer, might impair the performance of their duties or is detrimental to our UCIP customer-member service.

C. *Absence Without Leave*

No employee may be absent from duty without permission. All employees should notify their supervisor, the Manager of Administration, or the Chief Executive Officer prior to an absence. In emergency situations where prior notification is not possible, the employee should provide notification as soon as possible.

If a pattern (two or more) of unexplained or unexcused absences develops, employees may be subject to a disciplinary action, including termination.

D. *Work Hours*

All full-time employees are expected to work their assigned schedule.

1. Hours are from 8:30 a.m. until 5:00 p.m. After Memorial Day and prior to Labor Day of each year, the Chief Executive officer may implement at their discretion a "summer flex hours" program. Flex hour programs shall not exceed a program of employees working 10 hours a day for 4 days a week,

and in no case shall a flex hour program create the need for payment of overtime to any employee. The Chief Executive Officer may make changes to the flex hour program at any time at their sole discretion.

2. Each employee is allowed a thirty minute lunch period. The employee's actual amount of lunch time will be determined by the Chief Executive Officer. Employees are expected to coordinate with other employees and their supervisors to assure the office is appropriately staffed for receiving guests and phone calls throughout the work day. Employees are normally expected to be present during all other work hours unless special arrangements are made with the Chief Executive Officer from time to time for cause.
3. Generally, employees are not allowed to skip their lunch break to leave work early.

E. Standards of Conduct

The PoolUCIP expects its employees to conduct themselves diligently and honorably in their assignments on behalf of the public. Employees should:

1. Work diligently on their assigned duties during their assigned work schedules.
2. Make prudent use of Pool funds, equipment, buildings, supplies, and time.
3. Work courteously with coworkers and the public.
4. Observe work place rules of conduct and safety.
5. Meet the standards of their individual job descriptions.
6. Report and correct circumstances that prevent employees from performing their jobs effectively or completing their assigned tasks.

F. Employee Discipline

Employees who violate Pool policy are subject to discipline. Depending upon the circumstances, the PoolUCIP may transfer, suspend, reduce pay, demote, or terminate or take whatever other action deemed appropriate by the Chief Executive Officer to discipline employees who violate Pool policy. Grounds for discipline may include, but are not limited to:

1. Inefficiency;-
2. Incompetence;-
3. Failure to maintain skills;-

4. Inadequate performance levels;:-
5. Neglect of duty;:-
6. Misconduct;:-
7. Inability to work in harmony with coworkers;:-
8. Rudeness to the public;:-
9. Disobedience of a reasonable order of a supervisor;:-
10. Dishonesty;:-
11. Insubordination.
12. Misappropriation or damage to ~~public~~ Pool funds or property;:-
13. Misuse of ~~public~~ Pool funds or property;:-
14. Tardiness;:-
15. Unapproved absences;:-
16. Any act inimical to public service;:- and/or
17. Felony convictions and other violations of state and federal law.

This list is not exhaustive and is set forth as a guideline. This list should **not** be construed as preventing or limiting ~~the Pool~~UCIP from taking disciplinary action, including termination, in circumstances where ~~the Pool~~UCIP deems such action to be appropriate, regardless of whether ~~the Pool~~UCIP has specifically identified a written rule or policy. Similarly, employees may be disciplined for violations of Pool policy found in other sections of this manual, violations of State or Federal law, or violations of relevant policies, rules or laws promulgated elsewhere.

Employees may appeal disciplinary action through ~~the Pool~~UCIP's Dispute Resolution process.

G. Drug Free Workplace

UCIP is committed to providing a safe work place and ensuring the safety of the general public and asks your cooperation in this effort.

The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988 by providing for a safe and productive work environment that is free from impaired

performance caused by employee use or abuse of controlled substances, medication, and/or alcohol. This policy establishes procedures for controlling drug or alcohol use or abuse in the workplace and applies to all employees. Impaired means an SMQ or impermissible quantity of a drug as shown in Attachment 2.

1. Responsibility of Employees

- a. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
- b. Any employee convicted under a federal or state statute regulating controlled substances shall notify his or her supervisor within five (5) days after the conviction.
- c. No employee shall consume alcohol immediately before work, during work hours while at work, during breaks, or during lunch. No employee shall be impaired by alcohol, illegal drugs, or medication during work hours. No employee shall represent ~~the Pool~~UCIP in an official capacity while impaired by alcohol, illegal drugs, or medication.
- d. If an employee is using medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
 - (i) No employee using medication that may impair performance shall operate a motor vehicle on behalf of ~~the Pool~~UCIP.

2. Reasonable Suspicion Testing

- a. Any employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, or medication shall notify the impaired employee's supervisor. At the request of the employee's supervisor, the employee suspected of being under the influence of alcohol and/or drugs shall submit to a chemical test of their bodily fluids. Refusal to submit to a test shall be deemed a violation of this policy subject to disciplinary action, up to and including termination.

The cost of the test shall be paid by UCIP.

3. Corrective Action

- a. The Chief Executive Officer or the supervisor of an employee, whose performance is impaired by alcohol, illegal drugs, or medication, shall take corrective action, which may include discipline.
- b. Upon taking corrective action, the Chief Executive Officer shall prepare a written report stating the reasons for the action.

- c. An employee impaired by illegal drugs or alcohol during work hours shall be relieved from duty and shall ~~use be charged accumulated~~ earned or accrued vacation leave for the absence.
- d. An employee impaired by medication during work hours may be relieved from duty and shall ~~use be charged accumulated~~ earned or accrued ~~vacation~~ sick leave for the absence.
- e. The Chief Executive Officer may change an employee's assignment while the employee is using medication, if the employee is impaired by the medication.
- f. If the Chief Executive Officer has reason to believe that an employee may be abusing an illegal drug, medication, or alcohol, the Chief Executive Officer may refer the employee to an evaluation program for the purpose of obtaining a diagnosis.
 - (i) The cost of the evaluation and any necessary testing shall be paid by ~~the Pool~~UCIP.

4. Treatment Program

- a. If an employee admits abusing an illegal drug, medication, or alcohol, or if it is determined by a medical or other recognized professional diagnosis that an employee is abusing an illegal drug, medication, or alcohol, the Chief Executive Officer may refer the employee to a treatment program based on the severity of the condition.
 - (i) The employee shall participate in the treatment program at the employee's expense.
 - (ii) The Chief Executive Officer may change an employee's assignment while the employee is enrolled in a treatment program.
- b. An employee participating in a treatment program shall use accumulated leave consistent with the sick leave policy for any absence.
- c. The employee shall provide documentation of successful completion of the treatment program.
 - (i) After the employee's successful completion of the treatment, the Chief Executive Officer shall reinstate the employee to the employee's former or equivalent position.

- d. The employee shall sign a release to allow communication between the Chief Executive Officer and the treatment provider. All such communication shall be maintained in a confidential file separate from the employee's personnel file.
- e. The Chief Executive Officer may dismiss an employee who refuses to enroll in a treatment program, fails to successfully complete the program, or fails to provide documentation of completion.
- f. The Chief Executive Officer may reassign an employee returning from treatment.

H. Sexual Harassment Prohibited-All Employees

UCIP does not tolerate sexual harassment. Sexual Harassment means “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment” (Equal Employment Opportunity Commission Guidelines, Section 1064.11).

All employees are responsible for ensuring that the workplace is free from all forms of sexual harassment.

1. Sexual harassment encompasses a wide range of behaviors, including sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
2. Examples of sexual harassment may include, but are not limited to the following:
 - a. Implying or threatening adverse employment actions if sexual favors are not granted.
 - b. Promising preferential treatment in return for sexual favors.
 - c. Subtle pressure for sexual activity.
 - d. Inappropriate touching of any individual i.e. petting, pinching, hugging, or repeated brushing against another employee’s body.
 - e. Offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language

- f. The display of sexually suggestive objects or pictures.
- g. Disparaging remarks about a person's gender.
- h. Spreading stories about a person's sexual conduct.
- i. Questions about a person's sexual activity.
- j. Physical aggression such as pinching or patting.
- k. Verbal sexual abuse disguised as humor.
- l. Obscene gestures.
- m. Horseplay or bantering of a sexual or off-color nature.
- n. Other actions of a sexual nature that affect the terms and conditions of a person's employment.
- o. Conduct or comments consistently targeted at only one gender, even if the content is not sexual.

3. ~~The Pool~~UCIP considers prompt reporting of harassment to be a condition of your employment. If you believe that you have experienced or witnessed sexual harassment, you must immediately report your concern to the Chief Executive Officer. If you feel uncomfortable reporting to the Chief Executive Officer, contact a member of the UCIP Board of Trustees.

4. ~~The Pool~~UCIP will not retaliate against any person who reports sexual harassment unless the report was false and was made maliciously.

5. ~~The Pool~~UCIP will investigate allegations of sexual harassment and will take appropriate action against any person found to have violated this policy. Individuals who engage in sexual harassment are subject to discipline, which may include, but is not limited to reprimand, reassignment, suspension, demotion, termination, or other sanctions.

I. Harassment Based on Other Protected Categories Prohibited-All Employees

~~The Pool~~UCIP believes that a workplace free from hostile, intimidating, or offensive behavior is the most productive workplace. Employees should use courtesy and common sense professionalism when interacting with coworkers. Employees who harass others based upon their color, national origin, age, religion or disability are subject to

discipline, up to and including termination. All employees should work together in a professional manner with courteous, mutual respect.

Harassment based on color, national origin, age, religion or disability encompasses a wide range of behaviors, including racially based derogatory comments, taunting, or treatment. Examples of racial-protected category harassment may include, but are not limited to, the following:

1. Slurs or put-downs based on color, national origin, age, religion or disability.
2. Materials such as cartoons or e-mails making fun based on color, national origin, age, religion or disability.

~~The Pool~~UCIP considers prompt reporting of harassment to be a condition of your employment. If you believe that you have experienced or witnessed harassment based on color, national origin, age, religion or disability, you must immediately report your concern to the Chief Executive Officer. If you feel uncomfortable reporting to the Chief Executive Officer, contact a member of the Board of Trustees.

~~The Pool~~UCIP will investigate allegations of racial-~~or sexual~~-protected category harassment and will take appropriate action against any person found to have violated this policy. Individuals who engage in racial-~~or sexual~~-protected category harassment are subject to discipline, which may include, but is not limited to reprimand, reassignment, suspension, demotion, termination, or other sanctions.

J. Computer and E-Mail Usage-All Employees

~~The Pool~~UCIP recognizes that excessive personal use of Pool-owned computers during work hours can affect productivity. **~~The Pool~~UCIP reserves the right to monitor computer usage, files stored on Pool computers, and Internet usage.**

For purposes of this policy, “files” means all documents, programs, e-mail, and Internet locations that are created, accessed, stored, or temporarily located on a Pool computer.

1. Personal Use. Employees may use assigned computers for limited personal purposes. This approval is similar to the occasional personal use of telephones during breaks. Excessive use of the computer for personal reasons is not allowed.
2. Inappropriate Usage. Employees are not allowed to use a computer for self-employment, or outside employment purposes. Entering or maintaining information on a Pool computer that is in violation of ~~the Pool~~UCIP’s pPolicies and pProcedures, or that violates state or federal law, is prohibited.
3. Privacy. All files created, accessed, or stored on a Pool computer are considered Pool property. Employees are advised that there is no right to privacy when using a Pool Computer.

4. Licenses. Employees shall use computer software only in accordance with the license agreement. Copying software licensed to, or developed by, UCIP for home computer use or any other purpose is prohibited. Bringing software from home computers to run on UCIP computers is also prohibited. Downloading of software onto Pool computers is prohibited unless prior authorization has been provided by the Chief Executive Officer.
5. Equipment. Only authorized employees may purchase, move, alter, or repair computer equipment and wiring.
6. E-mail. Employees may use ~~the Pool~~UCIP's e-mail functions as explained above.
7. Internet Access. Internet usage falls within the above constraints.
8. Disciplinary Action. Employees using Pool computers in an unauthorized or inappropriate manner may be disciplined. Discipline may include termination.

K. *Seat Belt Use – All Employees*

Employees must use seatbelts while in vehicles ~~pursuing~~performing official UCIP business which includes travel eligible for reimbursement by UCIP.

L. *Cell Phone Use – All Employees*

~~1.~~Cell phones should not be used while in vehicles performing UCIP business which includes travel eligible for reimbursement by UCIP when it is a distraction to driving. Whenever possible, the employee should use hands free phone equipment or pull over when safe to continue or return the phone call.

~~2. Whenever possible, pull over when safe to use the phone.~~

SECTION VI DISPUTE RESOLUTION PROCESS

A. *Dispute Resolution Philosophy*

The PoolUCIP encourages its employees to work to resolve disputes amicably and informally. When a dispute arises regarding suspension, transfer, demotion, or dismissal, full-time employees may seek redress through the dispute resolution process. When a dispute arises regarding unlawful discrimination, all employees may seek redress through the dispute resolution process. The following definitions apply to the dispute resolution process:

1. Suspension. An absence imposed as discipline, without pay, which may or may not result in further disciplinary action.
2. Transfer. An involuntary job assignment change from one department to another.
3. Demotion. A job classification change to a lower grade.
4. Dismissal. Involuntary termination from Pool employment
5. Unlawful Discrimination. A claim of discriminatory treatment based on a protected category such as race, color, national origin, sex, age, disability, or religion.

This dispute resolution process is intended to foster fair resolution of employee disputes. Therefore, procedure should not override efforts to amicably resolve differences. However, in order to expeditiously resolve disputes and minimize interference with the public's business, matters of timing should be adhered to unless good cause is shown or the parties agree to extensions.

The PoolUCIP prohibits retaliation against employees who utilize the dispute resolution process. Employees with questions regarding how the dispute resolution process works may seek counseling from the Chief Executive Officer regarding procedure; however, the Chief Executive Officer cannot comment or provide advice on the substantive issues in dispute. Employees may select a representative of their choice to represent them at any stage of the dispute resolution process.

The PoolUCIP urges employees to attempt to resolve disputes informally with the Chief Executive Officer. Before launching a formal review with the Chief Executive Officer, employees should attempt to resolve disputes by dealing directly with the individuals involved. However, the PoolUCIP recognizes that there are circumstances where employees may feel uncomfortable addressing issues directly with a supervisor. In such cases, employees may proceed directly to the next step of the dispute resolution process.

B. *Dispute Resolution Procedure*

The Pool UCIP's dispute resolution process involves two steps. Employees who are unhappy with the outcome of any step may proceed to the next step in the process. Step one of the dispute resolution process must be commenced within 30 calendar days of the event giving rise to the dispute or within 30 calendar days of the time the employee reasonably should have known of the event giving rise to the dispute.

Step One: Chief Executive Officer Review

Step Two: Board of Trustees Review

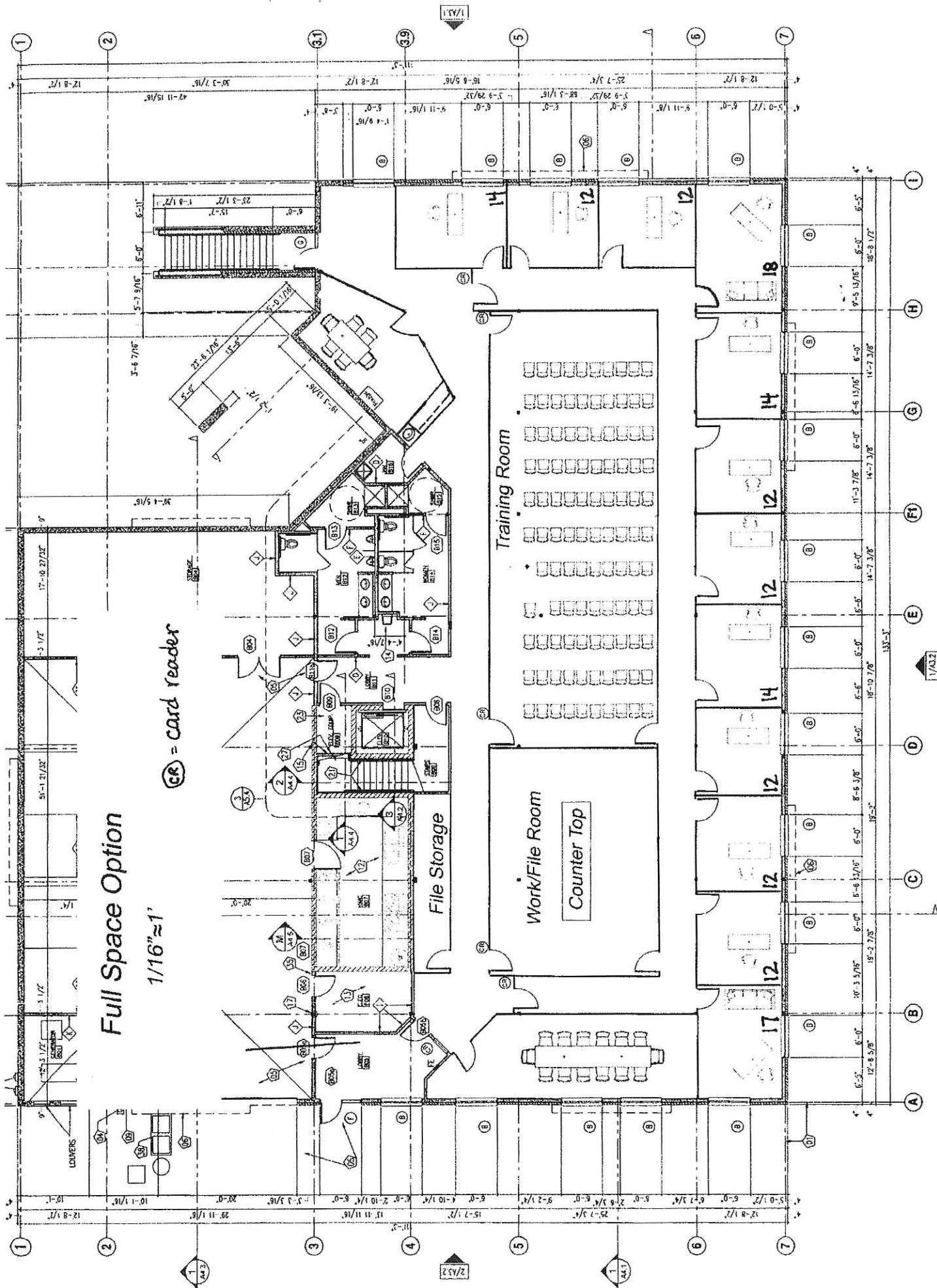
1. Chief Executive Officer Review. If a dispute remains unresolved after an informal attempt to work out a solution, an employee may file a written appeal with the Chief Executive Officer stating the basis of the dispute and outlining the employee's position. The Chief Executive Officer has ten working days to respond to the employee's dispute.
2. Board of Trustees Review. If the employee is unsatisfied with the outcome of the Chief Executive Officer review, or if the Chief Executive Officer fails to respond within ten working days, the employee has ten working days from the receipt of the Chief Executive Officer's response, or the date the Chief Executive Officer should have responded, to file a written appeal with the Board of Trustees. The Board may request additional information from the parties involved and, at its discretion, may hold an informal hearing attended by the parties. If the Board elects to hold a hearing, the Board will issue a written decision to the parties within fifteen working days from the hearing date. If the Board elects not to hold a hearing, the Board will issue a written decision within fifteen working days of receipt of the last additional information requested by the Board from the parties.

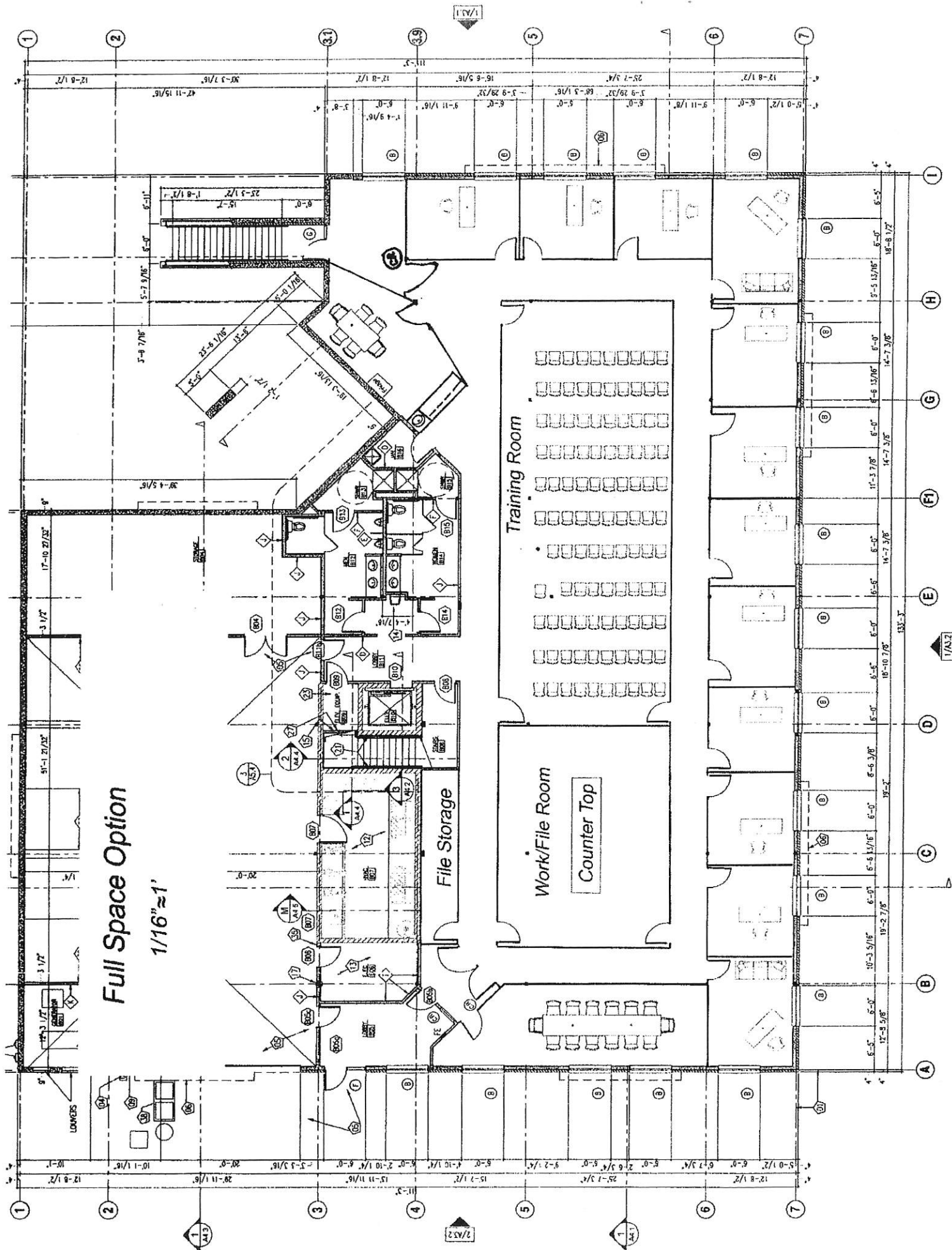
ATTACHMENT 1

Significant Measurable Quantity (SMQ) means the impermissible quantity of a drug, including alcohol, that indicates a positive drug and/or alcohol test in violation of UCIP's written policy. The SMQ for drugs is established by the Federal Department of Health and Human Services and is subject to change. The SMQ for alcohol is based on the Federal Highway Administration (FHWA) and is subject to change.

<u>Drug</u>	<u>Screening (ng/ml)</u>	<u>Confirmation (ng/ml)</u>
Marijuana	50	15
Cocaine	300	150
Meth/Amphetamine	1000	500*
Opiates	300	300
Phencyclidine (PCP)	25	25
Barbiturates	300	300
Benzodiazepines	300	300
Propoxyphene	300	300
Methadone	300	300
Alcohol	0.04	0.04

* Amphetamine must be present in a concentration greater than 200 ng/ml to report a specimen positive for methamphetamine. If the amphetamine concentration is less than 200 ng/ml, a 1-methamphetamine analysis must be performed. When the 1-methamphetamine percentage is greater than 80%, the specimen is reported as negative.





Utah Counties Insurance Pool

Payments

June 7, 2008 - August 11, 2008

Type	Date	Num	Name	Memo	Split	Amount
WF-Expense						
Paycheck	6/13/2008		Anne M. Ayrton	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Johnnie R. Miller	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Paycheck	6/13/2008		QuickBooks Payroll Service	Created by Payroll Service on 06/11/2008	-SPLIT-	-15,968.17
Liability Check	6/12/2008		Anne M. Ayrton	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Johnnie R. Miller	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Paycheck	6/30/2008		QuickBooks Payroll Service	Created by Payroll Service on 06/23/2008	-SPLIT-	-16,275.14
Liability Check	6/27/2008		Anne M. Ayrton	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Johnnie R. Miller	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Paycheck	7/15/2008		QuickBooks Payroll Service	Created by Payroll Service on 07/09/2008	-SPLIT-	-16,379.52
Liability Check	7/14/2008		Anne M. Ayrton	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Johnnie R. Miller	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Paycheck	7/31/2008		QuickBooks Payroll Service	Created by Payroll Service on 07/28/2008	-SPLIT-	-16,680.47
Liability Check	7/30/2008		QuickBooks Payroll Service	Created by Payroll Service on 07/28/2008	-SPLIT-	-6,310.00
Liability Check	6/13/2008	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270856500047...	-SPLIT-	-6,431.70
Liability Check	6/25/2008	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270857800744...	-SPLIT-	-2,022.60
Liability Check	6/30/2008	ONLINE	Utah State Tax Commission	Transaction Number: WT08K6S33779	-SPLIT-	-9,921.48
Liability Check	6/30/2008	ONLINE	Utah Retirement Systems	Unit No: 864 (June 2008)	-SPLIT-	-2,909.96
Liability Check	6/30/2008	ONLINE	Nationwide Retirement Solutions	Entity: 644013	-SPLIT-	-6,467.90
Liability Check	7/15/2008	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270859700591...	-SPLIT-	-6,595.60
Liability Check	7/15/2008	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270861100632...	-SPLIT-	-9,944.34
Liability Check	7/31/2008	ONLINE	Utah Retirement Systems	Unit No: 864 (July 2008)	-SPLIT-	-2,094.36
Liability Check	7/31/2008	ONLINE	Utah State Tax Commission	Transaction Number: WT08K7U35128	-SPLIT-	-2,952.62
Liability Check	7/31/2008	ONLINE	Nationwide Retirement Solutions	Entity: 644013	-SPLIT-	-47.37
Check	6/23/2008	VISA	Wells Fargo	Account Number: 4856 2002 0858 1036	Incentives EB	-2,273.78
Check	6/23/2008	VISA	Wells Fargo	Account Number: 4856 2002 0869 3567	-SPLIT-	

Utah Counties Insurance Pool Payments

June 7, 2008 - August 11, 2008

Type	Date	Num	Name	Memo	Split	Amount
Check	6/23/2008	VISA	Wells Fargo	Account Number: 4856 2002 0646 9796	-SPLIT-	-3,982.80
Check	6/23/2008	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-453.48
Check	7/28/2008	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-1,106.22
Check	7/28/2008	VISA	Wells Fargo	Account Number: 4856 2002 0869 3567	-SPLIT-	-162.41
Check	7/28/2008	VISA	Wells Fargo	Account Number: 4856 2002 0858 1036	-SPLIT-	-18.04
Check	8/6/2008	WIRE	Marsh USA Inc.	Account Number: 4856 2002 0646 9796	-SPLIT-	-939.84
Check	8/6/2008	WIRE	Marsh USA Inc.	Invoice No. 353717	-SPLIT-	-239,735.00
Check	8/6/2008	WIRE	Marsh USA Inc.	Invoice No. 187988	-SPLIT-	-8,815.00
Check	8/6/2008	WIRE	Marsh USA Inc.	Invoice No. 08DP2087 & 08DP2079	-SPLIT-	-3,353.00
Check	6/19/2008	4641	Print2day	Invoice No. 836443	-SPLIT-	-773.94
Check	6/19/2008	4642	Wolf Creek Resort	Invoice Number: 000876	-SPLIT-	-2,691.80
Check	6/19/2008	4643	Purchase Power	Customer ID: 19821793866	-SPLIT-	-156.46
Check	6/19/2008	4644	Thompson Publishing Group, Inc.	Account Number: 5545124	-SPLIT-	-438.50
Check	6/19/2008	4645	Stratford Publications, Inc.	Reference No.: 1399732-R1	-SPLIT-	-419.96
Check	6/19/2008	4646	Wayne Smith	Expense Reimbursement	-SPLIT-	-316.52
Check	6/19/2008	4647	Steve White	Mileage Reimbursement	-SPLIT-	-96.96
Check	6/19/2008	4648	Kay Blackwell	Expense Reimbursement	-SPLIT-	-177.46
Check	6/19/2008	4649	James Eardley	Mileage Reimbursement	-SPLIT-	-282.50
Check	6/19/2008	4650	Bruce Adams	Expense Reimbursement	-SPLIT-	-302.70
Check	6/19/2008	4651	Kent Sundberg	Mileage Reimbursement	-SPLIT-	-40.10
Check	6/19/2008	4652	Gerald Hess	Mileage Reimbursement	-SPLIT-	-113.63
Check	6/19/2008	4653	Steven Wall	Mileage Reimbursement	-SPLIT-	-210.08
Check	6/19/2008	4654	Qwest	Account Number: 801-565-8500 170B	-SPLIT-	-466.88
Check	6/19/2008	4655	Korty M. Siggard	Expense Reimbursement	-SPLIT-	-81.67
Check	6/19/2008	4656	ISO Services, Inc.	Invoice Number: IS00027453	-SPLIT-	-52.50
Check	6/19/2008	4657	Mountain View Software	Invoice Number: 13555	-SPLIT-	-192.00
Check	6/19/2008	4658	Verizon Wireless	Invoice Number: 0661630623	-SPLIT-	-152.58
Check	6/19/2008	4659	Les Olson Company	Invoice Number: 0968291-IN	-SPLIT-	-134.15
Check	6/19/2008	4660	Revco Leasing Company, LLC	Invoice Number: 181873	-SPLIT-	-270.00
Check	6/19/2008	4661	Office Depot	Account Number: 35538769	-SPLIT-	-87.40
Check	6/30/2008	4662	PEHP-LTD	Coverage Period: June 2008	-SPLIT-	-269.99
Check	7/16/2008	4663	TCNS, Inc.	Invoice 3135	-SPLIT-	-518.00
Check	7/16/2008	4664	TCNS, Inc.	Invoice: 3152	-SPLIT-	-925.00
Check	7/16/2008	4665	TCNS, Inc.	Invoice: 3235	-SPLIT-	-551.50
Check	7/16/2008	4666	Positive Incentives	Invoice Number: 86235	-SPLIT-	-875.23
Check	7/16/2008	4667	Qwest	Account Number: 801-565-8500 170B	-SPLIT-	-453.14
Check	7/16/2008	4668	Fedex Kirk's	VOID: Invoice Number: 0000511812	-SPLIT-	0.00
Check	7/16/2008	4669	Arthur J. Gallagher & Co.	Invoice Number: 82280	-SPLIT-	-160.00
Check	7/16/2008	4670	Professional Binding Products, Inc.	Invoice Number: PS10104364	-SPLIT-	-47.85
Check	7/16/2008	4671	Professional Binding Products, Inc.	Invoice Number: PS10104455	-SPLIT-	-551.25
Check	7/16/2008	4672	Huddard Floral Company	Account Number: 202251	-SPLIT-	-84.90
Check	7/16/2008	4673	Arthur J. Gallagher & Co.	Invoice Number: 82271	-SPLIT-	-2,527.00
Check	7/16/2008	4674	AGRIP	Annual Membership Dues	-SPLIT-	-1,143.78
Check	7/16/2008	4675	Arthur J. Gallagher & Co.	Invoice Number: 82116	-SPLIT-	-3,640.00
Check	7/16/2008	4676	Jelly Belly Candy Company	Invoice Number: 000116455	-SPLIT-	-118.97
Check	7/16/2008	4677	Henniksen/Butler	Invoice Number: 102876	-SPLIT-	-1,852.56
Check	7/16/2008	4678	Print2day	Invoice No. 837434	-SPLIT-	-179.01
Check	7/16/2008	4679	Utah Association of Counties	Sponsorship/Exhibiting	-SPLIT-	-255.00
Check	7/16/2008	4680	FCP Holdings, LLC	Commercial Lease: 6900 South 900 East, Suite 230	-SPLIT-	-5,894.43
Check	7/16/2008	4681	Utah Counties Insurance Pool	Employee Benefits - July	-SPLIT-	-12,167.46
Check	7/16/2008	4682	Thompson Publishing Group, Inc.	Account Number: 5545124	-SPLIT-	-438.50
Check	7/16/2008	4683	Christensen & Jensen	Invoice Number: 55370	-SPLIT-	-290.30
Check	7/16/2008	4684	Christensen & Jensen	Invoice Number: 55371	-SPLIT-	-587.30

Utah Counties Insurance Pool Payments

June 7, 2008 - August 11, 2008

Type	Date	Num	Name	Memo	Split	Amount
Check	7/16/2008	4685	Verizon Wireless	Invoice Number: 0665826197	Telephone ML	-65.61
Check	7/16/2008	4686	Thompson Publishing Group, Inc.	VOID; Account Number: 5545124	Dues & Subscriptions WC	0.00
Check	7/16/2008	4687	County Reinsurance, Limited	2008 Property Reinsurance	Property	-97,199.00
Check	7/16/2008	4688	Sonya J. White	Expense Reimbursement	-SPLIT-	-131.31
Check	7/16/2008	4689	Office Depot	Account Number: 35538769	-SPLIT-	-230.65
Check	7/16/2008	4690	Purchase Power	Customer ID: 19821793866	-SPLIT-	-496.99
Check	7/17/2008	4691	Salt Lake County Parks	Union Park August 29	-SPLIT-	-50.00
Check	7/17/2008	4692	Pitney Bowes, Inc.	Invoice Number: 852388	-SPLIT-	-116.82
Check	7/17/2008	4693	Strong & Hanni	Invoice No. 71974	1099-Nonemployee Com...	-251.00
Check	7/31/2008	4694	PEHP-LTD	Coverage Period: July 2008	-SPLIT-	-275.95
Check	8/8/2008	4695	Kathy H. Stone	Expense Reimbursement	-SPLIT-	-372.40
Check	8/8/2008	4696	Utah Clerk/Auditor's Association	Luncheon Sponsorship	-SPLIT-	-650.00
Check	8/8/2008	4697	Arthur J. Gallagher & Co.	Invoice Number: 82765	-SPLIT-	-1,737.00
Check	8/8/2008	4698	Utah Shakespearean Festival	Account #81195	-SPLIT-	-3,310.00
Check	8/8/2008	4699	Mountain View Software	Invoice Number: 13596	-SPLIT-	-252.00
Check	8/8/2008	4700	Christensen & Jensen	Invoice Number: 55802	-SPLIT-	-586.00
Check	8/8/2008	4701	Positive Incentives	Invoice Number: 86259	-SPLIT-	-854.30
Check	8/8/2008	4702	Box Elder County	CRM Reimbursement	-SPLIT-	-45.00
Check	8/8/2008	4703	Brent Boswell	Event Premium Reimbursement	TULIP	-300.00
Check	8/8/2008	4704	FCP Holdings, LLC	Commercial Lease: 6900 South 900 East, Suite 230	-SPLIT-	-5,894.43
Check	8/8/2008	4705	Revco Leasing Company, LLC	Invoice Number: 184959	-SPLIT-	-270.00
Check	8/8/2008	4706	Revco Leasing Company, LLC	Invoice Number: 184959	-SPLIT-	-334.74
Check	8/8/2008	4707	Korby M. Siggard	Expense Reimbursement	-SPLIT-	-428.43
Check	8/8/2008	4708	Johnnie R. Miller	Expense Reimbursement	-SPLIT-	-937.16
Check	8/8/2008	4709	Shaney M. Kelleher	Expense Reimbursement	-SPLIT-	-307.28
Check	8/8/2008	4710	Utah Counties Insurance Pool	Employee Benefits - August	-SPLIT-	-12,198.80
Liability Check	8/8/2008	4711	Verizon Wireless	Invoice Number: 0674387431	-SPLIT-	-65.61
Check	8/8/2008	4712	Utah Sheriff's Association	Annual Conference Sponsorship	-SPLIT-	-1,500.00
Check	8/8/2008	4713	Les Olson Company	Invoice Number: 0976754-IN	-SPLIT-	-185.48
Check	8/8/2008	4714	New England Business Service, Inc.	Invoice Number: 992798879-8	Office Supplies WC	-291.23
Check	8/8/2008	4715	FedEx Kinko's	Invoice Number: 240500009370	-SPLIT-	-267.75
Check	8/8/2008	4716	Office Depot	Account Number: 35538769	-SPLIT-	-336.66
Check	8/8/2008	4717	Qwest	Account Number: 801-565-8500 170B	-SPLIT-	-458.12
Check	8/8/2008	4718	iLinc Communications	Invoice Number: 0808002024	-SPLIT-	-179.82
Check	8/8/2008	4719	Verizon Wireless	Invoice Number: 0678762496	-SPLIT-	-154.97
Check	8/8/2008	4720	CodeCo Law Publishers	Invoice Number: A86140	-SPLIT-	-235.00
Check	8/8/2008	4721	Thomson West	Customer Number: 1003470433	Dues & Subscriptions WC	-168.00
Check	8/8/2008	4722	Bret Gardner	Presenter Fee	-SPLIT-	-550.00
Check	8/8/2008	4723	Sonya J. White	Expense Reimbursement	-SPLIT-	-424.50
Total WF-Expense						-554,941.77
WF-Work Comp Expense						
Check	6/30/2008		Bank Charges WC	Service Charge		-21.08
Check	7/16/2008	206	Mountain View Software	Invoice Number: 13581	Information Technology ...	-168.00
Check	8/8/2008	207	ISO Services, Inc.	Invoice Number: ISO0028468	Information Technology ...	-67.50
Total WF-Work Comp Expense						-256.58
TOTAL						-555,198.35

ACCRUAL BASIS

UTAH COUNTIES INSURANCE POOL Financial Statement Summary For the Period Ending June 30, 2008

	ML	WC	EB	Total
Revenue				
Written Premium	\$2,575,501	\$1,259,586	\$2,551,485	\$6,386,571
Ceded Premium	\$447,569	\$254,699	\$2,094,028	\$2,796,296
Net Premium	\$2,127,933	\$1,004,887	\$457,456	\$3,590,275
Other Income	\$0	\$0	\$16,972	\$16,972
Total Net Revenue	\$2,127,933	\$1,004,887	\$474,428	\$3,607,247
Expense				
Loss & ULAE	\$2,355,798	\$1,525,903	\$0	\$3,881,701
Ceded Loss & ULAE	\$262,993	\$63,391	\$0	\$326,384
Net Loss & ULAE	\$2,092,806	\$1,462,512	\$0	\$3,555,317
Indirect Underwriting Expense	\$188,423	\$163,289	\$44,857	\$396,570
Total Net Expenses	\$2,281,229	\$1,625,801	\$44,857	\$3,951,887
Net Income				
Underwriting Gain(Loss)	(\$153,296)	(\$620,914)	\$429,570	(\$344,640)
Investment Income	\$163,528	\$34,250	\$6,000	\$203,778
Total Net Income	\$10,231	(\$586,664)	\$435,570	(\$140,863)
Member Equity				
Prior Year End	\$4,334,417	(\$1,414,621)	\$300,007	\$3,219,803
Charge to Equity*	(\$567,193)	\$0	\$0	(\$567,193)
YTD Increase(Decrease)	(\$556,962)	(\$586,664)	\$435,570	(\$708,056)
Total Inception To Date	\$3,777,455	(\$2,001,285)	\$735,577	\$2,511,747
Ratios				
Premium to Surplus	0.68	(0.63)		
Expense Ratio	7.3%	13.0%	1.8%	6.2%

*Land purchase charged to ML program



Auston G. Johnson, CPA
UTAH STATE AUDITOR

STATE OF UTAH
Office of the State Auditor

Utah State Capitol Complex
East Office Building, Suite E310
PO Box 142310
Salt Lake City, Utah 84114-2310
(801) 538-1025
FAX (801) 538-1383

DEPUTY STATE AUDITOR:
Joe Christensen, CPA

DIVISION OF LOCAL GOVERNMENT:
MacRay A. Curtis, CPA, Director
Richard M. Moon
Kent L. Godfrey, CPA
Van H Christensen, CPA

July 21, 2008

Board of Trustees
Utah Counties Insurance Pool
PO Box 760
Midvale, UT 84070-0760

Dear Trustees:

We have reviewed the financial report submitted by the Utah Counties Insurance Pool for the year ended December 31, 2007. Our review was made to verify substantial compliance with generally accepted accounting principles (GAAP); *Government Auditing Standards*; and, where possible, to verify compliance with finance-related legal and contractual provisions as set forth by State law.

The report submitted is in substantial compliance with reporting requirements. We appreciate your diligent efforts and those of your independent auditors. Please contact Van Christensen at 538-1394 if you have any questions.

Sincerely,

MacRay A. Curtis, CPA
Director, Local Government Division

cc: Larson & Rosenberger, CPAs



Conference Brochure

2008



Governance & Leadership Conference

Pooling "The Big Easy" Way

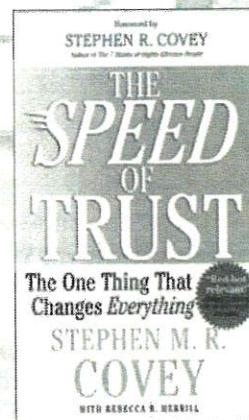
October 27-29
Sheraton
New Orleans, LA

A Conference for governing board members, staff, AGRiP Partners and all others who have an interest or stake in the governance and leadership process for public entity risk and benefits pools.

AGRiP Presents

Best-selling author Stephen M. R. Covey will present a three-hour workshop session on his new book The Speed of Trust. *Business Week* hailed the book as one of the top five career books of the year. Each attendee will receive a copy of the book.

The author is the former CEO of Covey Leadership Center, which, under his stewardship, became the largest leadership development company in the world. Stephen personally led the strategy that propelled his father's book, Dr. Stephen R. Covey's The 7 Habits of Highly Effective People, to become one of the two most influential business books of the 20th Century, according to *CEO Magazine*.



Sheraton New Orleans

500 Canal Street | New Orleans | Louisiana | 70130

Room Rates Single and Double: \$194.00

For reservations call: 1.800.325.3535 or direct at 1.504.525.2500 press #1

or online at www.agrip.org/semi.html

Hotel Guaranty Expires October 6, 2008

To register for the Conference, go to www.agrip.org/semi.html.



CONFERENCE SCHEDULE

SUNDAY – October 26

1:15 pm – 5:30 pm
6:00 pm – 7:30 pm

Registration
Opening Reception and Open Evening

MONDAY – October 27

7:30 am
8:30 am – 8:45 am
9:00 am – 10:30 am

Registration and Reading Room Opens
First Time Attendee Coffee With AGRiP Board
OPENING GENERAL SESSION - **Tim and Kris O'Shea**



Tim & Kris O'Shea

The O'Shea Report: Change 180° takes you on a hilarious journey through the ups and downs of dealing with change. Presented in their news-magazine format, the O'Shea's help audiences snuggle up to change, stomp on suspicion, and open their minds to progress.

10:45 am – 4:30 pm

Pooling Basics Track

The Pooling Basics Track is a primer on public entity risk and benefits pooling for those new to their positions as a member of a pool governing body or staff. Participants will receive a copy of the "AGRiP Operations Manual". Pooling Basics Track continues all day.

Speakers: **Shawn Bubb** • Director of Insurance Services • Montana Schools Group Insurance Authority • and **Barbara Rhoades** • Claims Manager • Ohio Transit Risk Pool

10:45 am – noon

GENERAL SESSION

Trusting Your Surplus: What Board Members and Management Need to Know – Speaker: **Gary Josephson** • Consulting Actuary • Milliman, Inc.

Is returning money to members in the form of rebates, dividends, grants or any other name under which pools return money to members safe and appropriate? Learn the pros and cons of these programs.

Noon

Lunch

1:15 pm – 2:15 pm

GENERAL SESSION

Branding and Marketing It's Not Just The Look... It's The Message That Matters

Speaker: **David Woods** • CEO • Giant Partners, LLC

Explore the importance of building an effective marketing and branding strategy that creates the right message to your market. Gain valuable insights for board members and executive staff into how to build and communicate an effective strategy, which in turn, provides an environment of less stress, a more conducive environment for cooperation with other entities, and greater clarity around strategic decision-making.



David Woods

2:30 pm – 3:45 pm

GENERAL SESSION

Pool Member Communication You Can Trust – Panelists: **Gina Dean** • Chief Operating Officer • California Association of Counties-Excess Insurance Authority, **Chuck Smith** • Director of Plan Services • Oklahoma Municipal Assurance Group, **David Woods** • CEO • Giant Partners and **Nancy Harjo** • Communications Officer • AMERIND Risk Management Corporation

Learn what pools are doing to complete the communication circle between members and the pool, to communicate to members the "value-added" service that pools provide to their members, to recruit new or returning members, and to retain existing members.

Date: _____

A separate form is needed for each registrant

2008 AGRiP Governance and Leadership Conference

October 27-29 | Sheraton New Orleans, LA

REGISTRATION FORM



Three Ways to Register: ONLINE: www.agrip.org FAX: (405) 567-3307 or MAIL to AGRiP, see address below. Registration must be postmarked no later than 10 business days prior to the first day of the Conference to avoid a \$75 late fee. Refund requests must be in writing; allow 30 days for refunds. Cancellations received within 10 business days prior to the beginning date of the Conference, will incur a \$100 administrative fee. Confirmation of registration will be emailed to the registrant unless otherwise specified on this form. **If payment is not received with the registration(s), payment is expected within 30 days of date on invoice.**

Registrant Information – Information in this area will appear on the attendees list.

Name: _____ Position: _____
(full name, as shown above, will appear on badge) (with pool/business)

Pool/Business Name: _____

Pool/Business Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____
(if other than USA)

Registrant's preferred first name to appear on badge, if other than above: _____
(first name)

Registrant's Email: _____

Emergency phone number: (to be used by registrar only): _____

_____ (emergency contact name) _____ (relationship to registrant)

Special Accommodations Request: (food allergies, etc.): _____

Additional Information Requested If Registrant is a Pool Trustee or Director:

Employer: _____ Job Title: _____
(with employer)

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Registration Fees: (includes Sunday reception, breakfasts, Monday & Tuesday Lunches)

- ☐ \$ 625 Member Pool - First Registrant
- ☐ \$ 575 Member Pool - Additional Registrants (each registrant from SAME Member Pool AFTER First Registrant)
- ☐ \$ 625 Partner Member - Person retaining an AGRiP Partner membership OR QEI Patron Employees
- ☐ \$ 800 All Others
- ☐ \$ 125 Spouse (includes Sunday reception, breakfasts, & two lunches) Full name for guest badge: _____
- ☐ \$ 75 Late Registration - Applied to registrations postmarked 10 business days prior first day of Conference.

Single Event Fees: (for non-registered spouses or those not attending Conference sessions)

- ☐ \$ 50 Sunday Reception x _____ Number attending = \$ _____
- ☐ \$ 45 Monday Lunch x _____ Number attending = \$ _____
- ☐ \$ 45 Tuesday Lunch x _____ Number attending = \$ _____

\$ _____ Amount due this registration

☐ Payment enclosed. Make checks payable to AGRiP ☐ P.O. enclosed

☐ Invoice to (if other than registrant) Name: _____ Email: _____

*** PAYMENT INSTRUCTIONS WILL BE LISTED ON THE INVOICE YOU RECEIVE ***

4:00 pm – 5:00 pm CONCURRENT SESSIONS

How PDRMA Provides “HELP” Members Can Trust – Speaker: **Ed Dutton** • *Director of Claims and Legal Services • Park District Risk Management Agency (IL)*

PDRMA’s multi-faceted H.E.L.P. program provides access to legal counsel for pre-claim counseling and assistance as well as training and educational programs, all supported by a human resource and employment practices resource center.

Board Self Assessment – Speaker: **Roberta McCreary** • *Consultant • R. McCreary Associates*

In today’s environment, board members need to demonstrate that they are meeting the highest ethical, fiscal, and governance standards. A self-assessment can help to identify where there is room for improvement and help the organization chart a course to even greater success.

5:00 pm Sessions conclude for the day

TUESDAY – October 28

7:30 am Registration and Reading Room Opens
7:30 am – 8:45 am Facilitated Breakfast Discussion Groups
9:00 am – 12:00 pm KEYNOTE GENERAL SESSION

The Speed of Trust – Speaker: **Stephen M. R. Covey**

“Trust”, says Covey, is the very basis of the new global economy, and he shows how trust--and the speed at which it is established with clients, employees and constituents--is the essential ingredient for any high-performance, successful organization. Explore, in this special extended session, how to establish trust immediately so that you and your pool can forego the time-killing, bureaucratic check-and-balance processes so often deployed in lieu of actual trust. Covey will be available for autographs after the session.

Noon Lunch

1:30 pm – 2:45 pm GENERAL SESSION

Healthcare Quality Initiatives: Needs and Opportunities – Speaker: **Kimberly George** • *Vice President and Managed Care Practice Leader • Sedgwick Claims Management Services, Inc.*

Review quality issues and challenges arising from poor healthcare outcomes. Ms. George will brief attendees on current issues, trends for health care quality management and solutions in best practices.



Kimberly George

3:00 pm – 4:00 pm CONCURRENT SESSIONS

The AGRiP RECOGNITION Program – A Hands-On Workshop – Speakers: **Brett Davis** • *President and CEO • Park District Risk Management Agency (IL)* and **Bill Tackett** • *Director of Membership Services • AGRiP*

The AGRiP Advisory Standards RECOGNITION program aids in evaluating a pool’s documented policies and practices. This session will highlight the benefits of gaining RECOGNITION and walk you through the application process.

Workers’ Compensation has Become a Transaction-Based Zero Sum Game – Speakers: **Dr. Steve Atcheson, MD** • *SpecialtyHealth*, **Lester Nixon** • *Director of Risk Management • North Carolina Association of County Commissioners* and **Robert Bennett** • *CEO • Alternative Service Concepts, LLC*

Workers’ Compensation reform is working in a number of states. Today’s soft market, however, may be masking larger problems that will be manifested in the next hard market. Learn the advantages of alternative fee arrangements.

4:00 pm New Orleans Specialty Food “Cracker barrel” Table Discussions

WEDNESDAY – October 29

7:30 am Registration and Reading Room Opens
7:30 am – 8:45 am Facilitated Breakfast Discussion Groups
9:00 am – 10:30 am GENERAL SESSION

Risk Management Lessons from Katrina – Speaker: **John Pine, PhD** • *Associate Professor-Research Department of Environmental Sciences and Adjunct Professor Department of Management • Louisiana State University*

Dr. Pine presents a perspective on the relationship between risk management and the disaster/hazard management community in light of Hurricane Katrina. He will share findings from chapters in his new book Natural Hazards Analysis: Reducing the Impact of Disaster.

10:45 am – Noon GENERAL SESSION

Who Do You Trust? – Panelists: Pool board members TBA.

Join our panel as they discuss the impact of trust between board members and as the board deals with staff and service providers.

Noon Conference Ends

****Volunteer opportunity to assist in post-Katrina New Orleans****
AGRiP CONFERENCE ATTENDEES CAN GREENLIGHT NEW ORLEANS
Wednesday, October 29, 1-5 pm
Experience sharing reception from 6-7 pm

Do you have an interest in global warming or carbon footprints, energy efficiency or just out right Good Samaritan motivations? If so, collaboration between AGRiP and Greenlight New Orleans will give you an opportunity to exercise your interest by helping people on the road to recovery following the wide-spread affects of Hurricane Katrina.

Those interested in staying on in New Orleans on Wednesday afternoon when the conference ends will have an opportunity to spend four hours (1-5 pm) as volunteers installing compact fluorescent light (CFL) bulbs in residences. Greenlight New Orleans is working to reverse global warming by helping New Orleans low and middle-income families and individuals make the switch from incandescent bulbs to energy efficient compact fluorescent lights, one house at a time. The goal for 2008 is 500,000 CFL bulbs. Learn more at <http://www.greenlightneworleans.org>.

AGRiP volunteers will be matched with local volunteers to go into various areas of greater New Orleans to install CFLs in residences. This should provide an extraordinary experience to spend time with those who are living through the hurricane recovery and to visit portions of the city still devastated from effects of Katrina.

Upon return to the hotel there will be a social time for AGRiP volunteers to share and compare their experiences and observations about how their four hours MADE A GREEN DIFFERENCE in the long road to post-Katrina recovery.

Those registering for the conference will be contacted about their interest in volunteering for this project.

To register online or to download a Conference registration form go to www.agrip.org/semi.html or call the AGRiP office at 405.567.2611 and request a hard copy.



Sonya White

Cc: jmillar@ucip.utah.gov; mbrady@ucip.utah.gov
Subject: Interview with UCIP Board of Trustees
Importance: High
Attachments: Agenda 11AUG08.pdf; Registration Brochure.pdf

Hi Sheriff,

Please find the attached agenda for the upcoming UCIP Board of Trustees Dinner and Meeting scheduled for 6:00 p.m. on August 11 at Milt's Stage Stop Restaurant approximately five miles up Cedar Canyon. Please let me know if you have any questions, need a room accommodation or directions. We look forward to seeing you at dinner and participating in the meeting. The Board meeting is being held in conjunction with our Annual Certificate in Risk Management Program (brochure attached). We also invite you to attend this training if your schedule allows.

Thank you for your willingness to serve.

Sonya White
Manager of Administration
Utah Counties Insurance Pool
PO Box 760
6900 South 900 East, Suite 230
Midvale, UT 84047
800-339-4070
801-565-8500
801-568-0495(f)

7/30/2008

Sonya White

Cc: jmillier@ucip.utah.gov
Subject: UCIP Second Quarter Financials Summary
Attachments: FS Summary Jun08.pdf

Dear Trustee,

I have attached the in-house compiled, accrual basis Financial Statements Summary of the Utah Counties Insurance Pool ending June 30, 2008 for your review and to be discussed at the August 11 Board Meeting. If you have any questions or would like a copy of the complete Financial Statements for the second quarter please contact me.

Thank you,

Sonya White
Manager of Administration
Utah Counties Insurance Pool
PO Box 760
6900 South 900 East, Suite 230
Midvale, UT 84047
800-339-4070
801-565-8500
801-568-0495(f)

8/8/2008

Sonya White

Subject: Draft UCIP Personnel Manual

Importance: High

Attachments: Draft Personnel Manual 2008.doc

The Utah Counties Insurance Pool is revising their Personnel Manual and would like your input as a member of the UCIP Personnel Committee. Please ignore any discrepancies with numbering, lettering and the Table of Contents as we will correct these once the final draft is presented to the UCIP Board of Trustees for approval.

Thank you for your prompt attention to this request.

Sonya White

Manager of Administration

Utah Counties Insurance Pool

PO Box 760

6900 South 900 East, Suite 230

Midvale, UT 84047

800-339-4070

801-565-8500

801-568-0495(f)

Sonya White

From: Lynn Lemon [Lynn.Lemon@cachecounty.org]
Sent: Tuesday, August 05, 2008 1:41 PM
To: Sonya White
Subject: Requests to be excused from 8/11/08 Board Meeting.

** Reply Requested When Convenient **

Sonya, I have received request from Carla Johnson and Wayne Smith asking to be excused from the Board Meeting on August 13, 2008 in Cedar City. Both of them are involved in Tax Increase Hearings in their respective counties. If you need any more information please let them or me know. Thanks. Lynn

No virus found in this incoming message.

Checked by AVG - <http://www.avg.com>

Version: 8.0.138 / Virus Database: 270.5.12/1592 - Release Date: 8/5/2008 6:03 AM

3560 E. Hwy 14
Cedar City

6/11/08

Bobbi

435-586-9344

Conference style

Milts Stage Stop
Large Group Info Sheet

Today's Date ____/____/____

Reservation Date: 8/11/08

Time: 6:00 pm

Company / Person Name: UCIP

Number of People Attending: 20 *call two days prior if changes*

Payment: One Check or Separate Checks (circle one)

Liquor Paid by: Company or Individual (circle one)

Meal Deal or Menu (circle one) _____

Meal Deal Information:

* \$26.00 per person Choice of 4 entrees

Prime Rib

Ribeye

Shrimp Scampi

Deep Fried Shrimp

Teri Chicken also available

Price includes: a trip to our salad bar, fresh rolls backed potato w/ sour cream, soft drink, tax and tip.

Include Ice Cream (\$27.00 per person)

Other deserts available at regular menu price (Cheese Cake \$3.00, Cherry

Cheese Cake \$3.50, Raspberry Cheese Cake \$3.50,

Chocolate Brownie \$5.50, Ice Cream Sunday \$2.50)

Include Appetizer (suggest one for every 5-6 guests)

Mushroom \$5.25 _____

Zucchini \$5.25 _____

Mush- Zucc \$5.25 3

Shrimp Cocktail \$10.50 _____

Artichoke \$5.50 _____

Special Requests:

Name and Number of Contact Person:

Name of Employee Taking Reservation _____

Confirmed By _____
Date ____/____/____

Bring TC 721

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Public Meeting Notice Admin

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Notice Published Successfully

Your notice has been created successfully.

Meeting Title: Board of Trustees

Government
Type: Special Districts

Entity: Utah Counties Insurance Pool

Public Body
Name: Board of Trustees

Meeting
Subject: Insurance

Street
Address: 3560 E. Highway 14

Street
Address
continued:

City: Cedar City

Zip: 84720

Start Date: Aug 12, 2008

End Date: Aug 12, 2008

Agenda: Dinner Call to Order and Welcome Attendees Law Enforcement Committee Chair Interviews (Sheriffs Guymon, Merrell and Noel Appoint Law Enforcement Committee Chair and Board Trustee Excuse Board Members Absent Approval of June 6 Meeting Minutes and July 23, 2008 Telephonic Conference Minutes Approve Amended Employee Manual Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual Action on Personnel Matters Set Date and Time for Closed Meeting to Discuss the Pending or Reasonably Imminent Litigation Action on Litigation Matters Set Date and Time for Closed Meeting to Discuss the Purchase, Exchange, or Lease of Real Property Action on Real Property Matters Ratification and Approval of Payments and Credit Card Transactions Review Second Quarter Financial Statements Summary Loss Control Manager's Report Chief Executive Officer's Report Other Business

ADA: In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sonya White at the Utah Counties Insurance Pool, PO Box 760, Midvale, UT 84047, or call 800-339-4070, at least three days prior to the meeting.

Electronic
Participation: Any Member of the Utah Counties Insurance Pool Board of Trustees may participate telephonically.

Other:

Emergency

